

YMCA POSITION DESCRIPTION - GYMNASTICS COACH

Position Title	Gymnastics Coach		
Group	Fitness and Recreation		
Modern Award:	Fitness Industry Award 2010		
Classification Level:	Level 3 - Level 4A (depending on qualifications)		
Position Status	Casual	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Reports to:	Centre Manager or other person who may, from time to time, be nominated		
Supervises:	Participants in gymnastics class		

Industry Sector

The YMCA operates several multi-purpose fitness, aquatic and recreational Centres that seek to value add to the communities they function in through providing opportunities for all individuals to grow in body, mind and spirit. We aspire to deliver exceptional customer service and highly engaged staff in the provision of programs that focus on health, fitness and recreation for people of all ages and abilities. We have a broad range of inclusive programs including: personal and group training; community well-being; aquatics; gymnastics; vacation care; indoor sports.

Position Summary

This position is responsible for coaching gymnastics classes and complete administrative tasks as required. This role will observe and spot athletes as they perform on the various apparatus. Competitive Gymnastics Coaches will prepare athletes for competition, choreograph routines and select music for floor exercises as required.

Duties and Responsibilities

1. Responsible for timely set-up of gymnastics equipment and commencement of the class including:
 - checking of the program;
 - preparation and safety check of equipment;
 - welcoming of participants;
 - timely commencement of warm-up;
2. Check that all activities have adequate matting which is correctly/safely set out. Also check that guidewires etc at bars are tightened;
3. Teach gymnastics through the use of suitable progressions and lesson plans in accordance with the YMCA's Mission statement and the requirements of Gymnastics Australia;
4. Prepare gymnasts for testing or competition within the time frame of the coaching plan;
5. Assist with supervising children during warm up and ensure safety of all children in your charge;
6. Ensure all rolls are marked and accounts, notices and newsletters are given out accordingly;
7. Pack-up of equipment and tidy-up after sessions by following instructions on "pack-up" sheets;
8. Ensure fire exit doors remain free of equipment and are accessible at all times;
9. Turn off all lights, music system and air coolers at end of day as requested;
10. Many of our classes are operating at just over the ratio thus requiring an additional coach. However, if the numbers fall below the normal coach/child ration, one coach can leave the gym or do other administrative tasks as needed (e.g. reports, tidying gym, gym office etc.);
11. Ensure that if an accident happens all safety procedures are adhered to and an accident report form filled out;
12. Maintain a current coaching accreditation;
13. Participate in training and professional development as required.

Safeguarding Children

2. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Child-Facing Roles

- 2.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 2.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 2.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 2.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 2.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 2.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 2.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 2.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles

- 2.9 Participate in safeguarding children and young people training as directed
- 2.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;
- 2.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 2.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 2.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 2.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

3. GENERAL REQUIREMENTS

- 3.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 3.2 Comply with all Policies and procedures
- 3.3 Maintain confidentiality of all YMCA information, records and files;
- 3.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 3.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 3.6 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

4 WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 4.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- 4.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 4.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 4.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 4.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 4.6 Properly use equipment, including any relevant safety equipment or devices;
- 4.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 4.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 4.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 4.10 Make suggestions for improvements to health and safety practices within the workplace;



- 4.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 4.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

- 1. Walking / standing – Constant
- 2. Sitting – Frequent
- 3. Squatting/ bending/kneeling – Constant
- 4. Working outdoors – Occasional
- 5. Fine motor skills (keying, typing) – Frequent
- 6. Gross motor skills (e.g. setting up, packing up) – Constant
- 7. Lifting/carrying up to 10kg – Frequent

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Position Requirements / Selection Criteria

Essential:

- 1. Accreditation with Queensland Gymnastics Association minimum Level 1 /Kindergym;
- 2. Demonstrated knowledge and practical experience in all aspects of gymnastics;
- 3. Sound knowledge of computer systems;
- 4. Excellent communication skills both written and verbal;
- 5. Excellent planning, prioritisation and organisational skills;
- 6. Ability to work both autonomously and part of a team;
- 7. Demonstrated results orientation, sound judgement and problem solving skills;
- 8. Proven commitment to delivering and improving the customer service experience;
- 9. Current Senior First Aid and CPR Certificates;
- 10. Currently possess, or be willing to obtain, a National Police Check and positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000 prior to commencement;
- 11. Achievement of YMCA’s Safeguarding Children Training Certificate and complete annual refresher training.

Desirable:

- 1. A qualification in fitness.

Approval

Date Position Description Revised:	August 2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

